Equal Employment Opportunity Program (EEOP)

Reporting Tool

User Guide

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U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Introduction

The Equal Employment Opportunity (EEO) Reporting Tool is designed to assist the Department of Justice (DOJ) funding recipients meet requirements to continue to receive financial assistance. Compliance with various Federal civil rights standards and reporting is a condition of accepting Federal financial assistance. Failure to meet these requirements could result in the loss of current or future funding, or both.

There is no requirement to use the EEO Reporting Tool, but it is highly encouraged.

Purpose

This user guide provides step-by-step instructions on how to navigate the EEO Reporting Tool to create your organization's account, complete the Verification Form, and if necessary, complete the Utilization Report.

Process Overview

❖ Before accessing the EEO Reporting Tool, confirm whether your organization has an existing account.

Following the confirmation or creation of an account this user guide will guide you through the following steps:

❖ Signing in to access the EEO Reporting Tool.

❖ Creating an Organization Profile.

❖ Preparing and submitting a Verification Form.

❖ Preparing and submitting a Utilization Report, if required.

EEOP Service Desk

If you require programmatic assistance with your submission, you may contact the Office for Civil Rights (OCR) at 202-598-6458 and leave a detailed message or email EEOPForms@usdoj.gov.

If you have IT related problems with your submission, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or email EEOPITSupport@usdoj.gov.
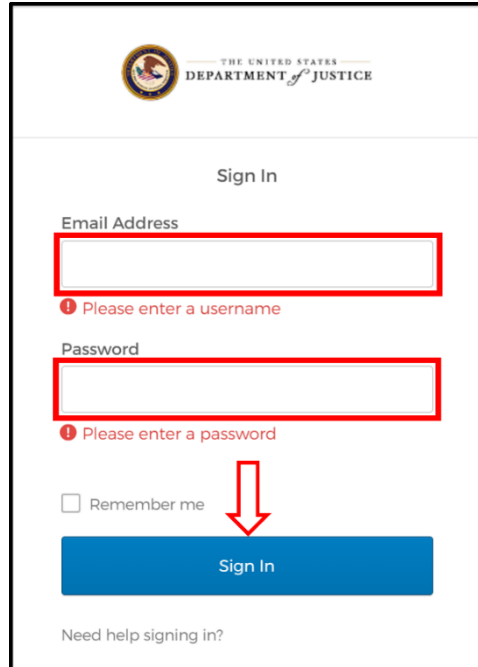
1. Log In to Access the EEO Reporting Tool

The Digital Identity & Access Management Directory (DIAMD) system provides a centralized and highly secure identity governance and access management platform supporting the DOJ users. If you have not created an account in DIAMD, you have the option to enroll. Refer to the DIAMD Account Access.

1.1 DIAMD Sign In

Navigate to the DIAMD Homepage and enter the required fields to access the EEOP application (
Figure 1). Alternatively, you may access EEO Reporting Tool via the OCR Homepage.

1. Enter the **email address** used to create the account.

2. Enter the **password** used to create the account.

3. Select, **Sign In**.

Figure 1: DIAMD Sign In

4. Upon Sign In, the system will display the EEOP Application in DIAMD. Select the **EEOP** application to access the EEO Reporting Tool (Figure 2).

5. A "Signing in to EEOP" message will be displayed on your screen.

Figure 2: EEOP Application

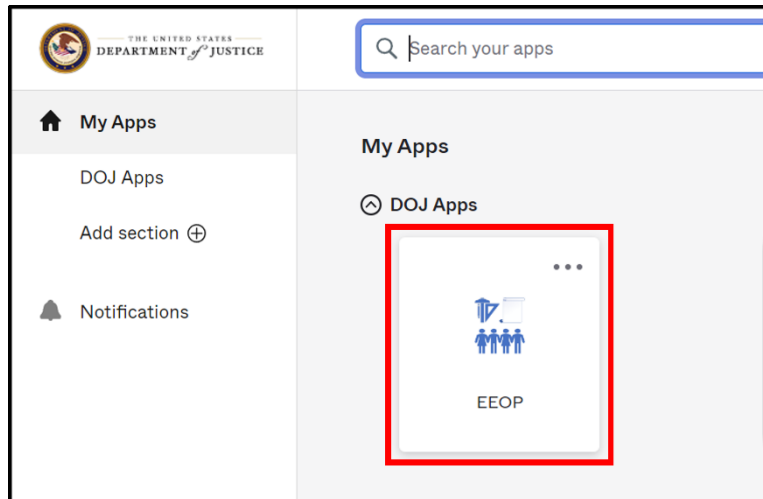## 2. Organization Profile

2.1 Authorized Users

Under the Organization Profile tab, any Authorized Users will be displayed (Figure 3).

> *NOTE*:   Reporting requirements are determined when the Verification Form is submitted.
>
> **Non-Exempt**: If your organization *is* required to submit a Utilization Report, the end-user with Implementation Authority, User, and Entity Administrator can E-Sign and Submit the Verification Form.
>
> **Exempt**: If your organization *is not* required to submit a Utilization Report, *only* the end-user with Implementation Authority can E-Sign and Submit the Verification Form.

1. If needed, update your phone number by clicking on the form field.

2. Select **Save.**

3. If no updates are required, proceed to section 2.2 of this user guide.

Figure 3: Authorized Users

2.2   Organization Profile

The Organization Profile will be pre-populated with the information provided in the System for Award Management (SAM). Any changes to the Organization Profile must be submitted via SAM.gov (Figure 4).

1. Click the drop-down button to select an **Organizational Category.**

2. Click the drop-down button to select an **Organizational Type.**

3. Select **Save**.

Figure 4: Organization Profile

4. In the upper right-hand corner of the module, click the **Verifications/Reports** tab to continue to the next module (Figure 5).
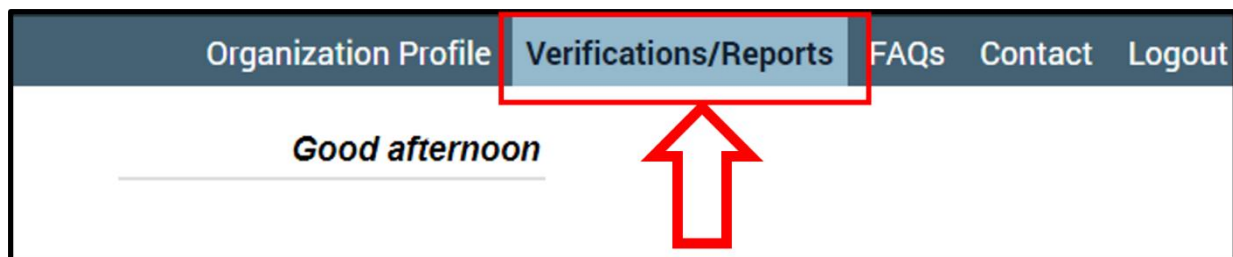

Figure 5: Verifications/Reports Tab

3. Prepare a Verification Form

The Verification Form is the process in which the recipients acknowledge reporting requirements.

3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists any previously submitted forms (Figure 6).

1. To review a completed form, select **View Verification Form** or **Download Verification Form**.

2. To create a new form, select **Prepare Verification Form**.

3. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report**.
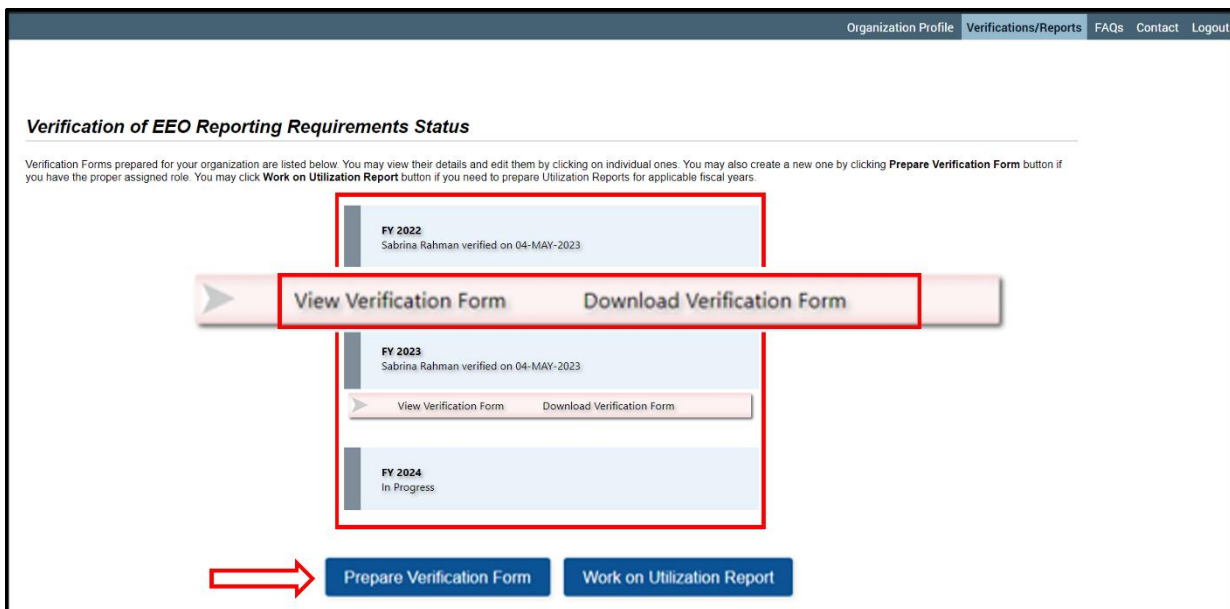

Figure 6: Verification Form Status

3.2   Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module (Figure 7). The data collected in this section will be used to determine the type of Verification Form that is required.

1. Click on the drop-down button to select the **Number of Employees**.

2. Click on the drop-down button in the **Award Fiscal Year** field to select the fiscal year for which you are certifying,

3. Click on the drop-down button to select the **Single Largest Grant Amount**.

4. Click on the drop-down button in the **Filed Utilization Report Last Year** field to select **Yes** or **No.**

5. Click on the drop-down button in the **Have Subrecipients Subawarded More than $500,000** field to select **Yes** or **No**.
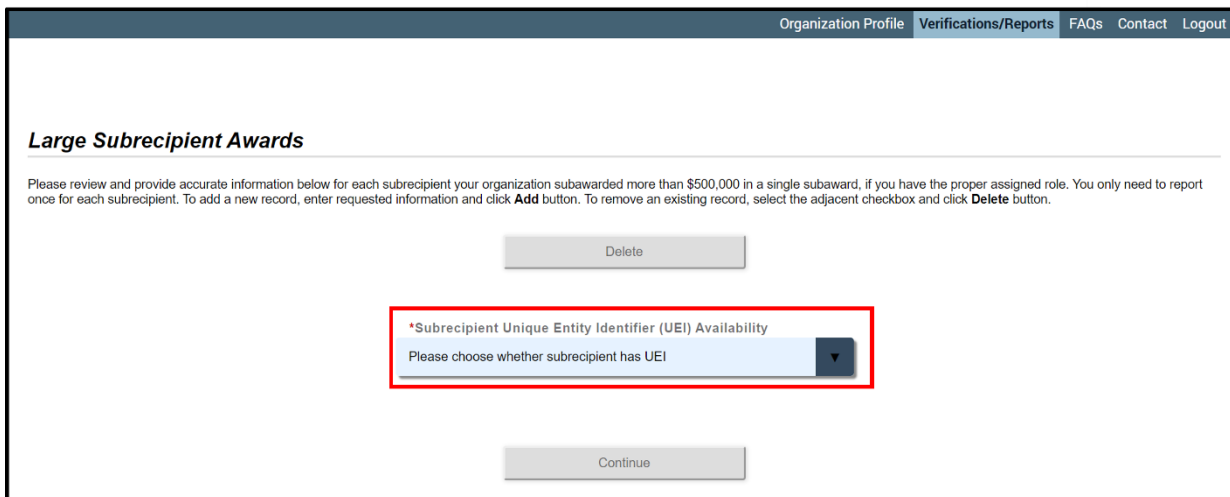
6. Select **Save and Continue**.

Figure 7: Determination of EEO Reporting Requirements Module

3.3   Large Subrecipients Awards

Review the information provided and provide information for each subrecipient your organization sub awarded more than $500,000 in a single subaward (Figure 8).

1.   Click on the drop-down button in the **Subrecipient Unique Entity Identifier (UEI) Availability** to select **Yes** or **No**.

2.   Select **Continue**.

Figure 8: Large Subrecipient Awards Module

Subrecipient with UEI

If the subrecipient has a Unique Entity Identifier (UEI), you will be prompted to enter the UEI and Single Largest Sub Amount (Figure 9).

1.   Click on the dropdown button in the Subrecipient UEI Availability to select **Yes.**

2.   Enter the subrecipient **UEI**.

3.   Enter the subrecipient **Single Largest Sub-Grant Amount**.

4.   Select **Add.**

Figure 9: Subrecipient with UEI

5.   The subrecipient profile will display at the top of the page (Figure 10).

6.   Select **Continue.**

Figure 10: Subrecipient Profile 1

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this user guide.

Subrecipient <u>without</u> UEI

If the subrecipient does *not* have a UEI, you will be prompted to provide information about the subrecipient (Figure 11).

1. Click on the dropdown button in the Subrecipient UEI Availability to select **No**.

2. Enter the **Subrecipient Name**, **Single Largest Grant Amount**, **Contact Name, Contact Email**, **Contact Phone**, **Contact Street**, **City**, **Zip Code**, and **State/Territory.**

3. Select **Add**.

Figure 11: Subrecipient without UEI

4. The subrecipient profile will display at the top of the page (Figure 12).

5. Select **Continue**.

Figure 12: Subrecipient Profile 2

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this user guide.

Delete Subrecipient

To remove an existing subrecipient profile (Figure 13):

1. Click on the **adjacent checkbox** next to the subrecipient profile you want to delete. A checkmark will appear inside the box.

2. Select **Delete**.

Figure 13: Delete Subrecipient

3.4   Compliance with EEOP Requirements

Non-Exempt Verification

If your organization is *not* exempt from submitting a Utilization Report, you will be required to electronically sign the Verification Form. Prior to submission, a notice will alert you of the requirement to submit a Utilization Report. By clicking on Submit Verification Report, you agree to the requirement (Figure 14).

1. Review the **"Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements".**

2. Select **E-Sign Verification Form**.

Figure 14: Non-Exempt E-Sign Verification Form

3. The blue box will turn orange to indicate the form has been electronically signed (Figure 15).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

E-Signed Verification Form

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

Submit Verification Form

Figure 15: E-Signed Non-exempt Verification Form

YOU ARE NOT DONE
YOU MUST SUBMIT THE VERIFICATION FORM

4. Click on **Submit Verification Form** acknowledging the requirement to submit a Utilization Report (Figure 16).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

E-Signed Verification Form

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

Submit Verification Form

Figure 16: Submitted Non-Exempt Verification Form

5. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization **is required to submit a Utilization Report** (Figure 17). The system will redirect you to the Profile Verification module. **Your organization must maintain a written EEO Plan and has additional reporting requirements**.

Verification Form Received

EA   EEOP Automated Email Service
     To   (your email address)

Hello   (your name)   ,

Your EEO Verification of Reporting Requirements Form for Award Year 20XX has been successfully submitted. You may view and download the PDF version at any time in your account.

Your organization must also submit an EEO Utilization Report for Award Year 20XX. Please continue using the EEOP system for step-by-step guidance in preparation and submission of your EEO Utilization Report.

Thank you.

Office of Civil Rights
Equal Employment Opportunity Program

Figure 17: Non-Exempt Email Notification

Exempt Verification

If your organization *is* exempt from submitting a Utilization Report, only a person with Implementation Authority will be able to electronically sign and submit the Verification Form (Figure 18).

1. Review the **"Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement"**.

2. Select **E-Sign Verification Form**.

Figure 18: Exempt Verification

3. The blue box will turn orange to indicate the form has been electronically signed (Figure 19).

Figure 19: E-Signed Exempt Verification Form

**YOU ARE NOT DONE
YOU MUST SUBMIT THE VERIFICATION FORM**

4. Select **Submit Verification Form** (Figure 20).

Figure 20: Submitted Exempt Verification Form

5. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is exempt from submitting a Utilization Report (Figure 21).

Figure 21: Exempt Email Notification

The system will redirect you to the Verification of EEO Reporting Requirements Status. You may choose to view or download your submitted form or exit the system by clicking **Logout** located on the top right of the module.

3.5   Profile Verification

The system will direct you to verify your profile and organization information to begin preparation of the EEO Utilization Report for the listed organization (Figure 22).

1. If the information displayed on the screen is correct, select **Accept**. The system will direct you to the Reporting History module.

2. If the information displayed on the screen is *not* correct, select **Not Accept.** The system will redirect you to Verification of EEO Reporting Requirements Status module.
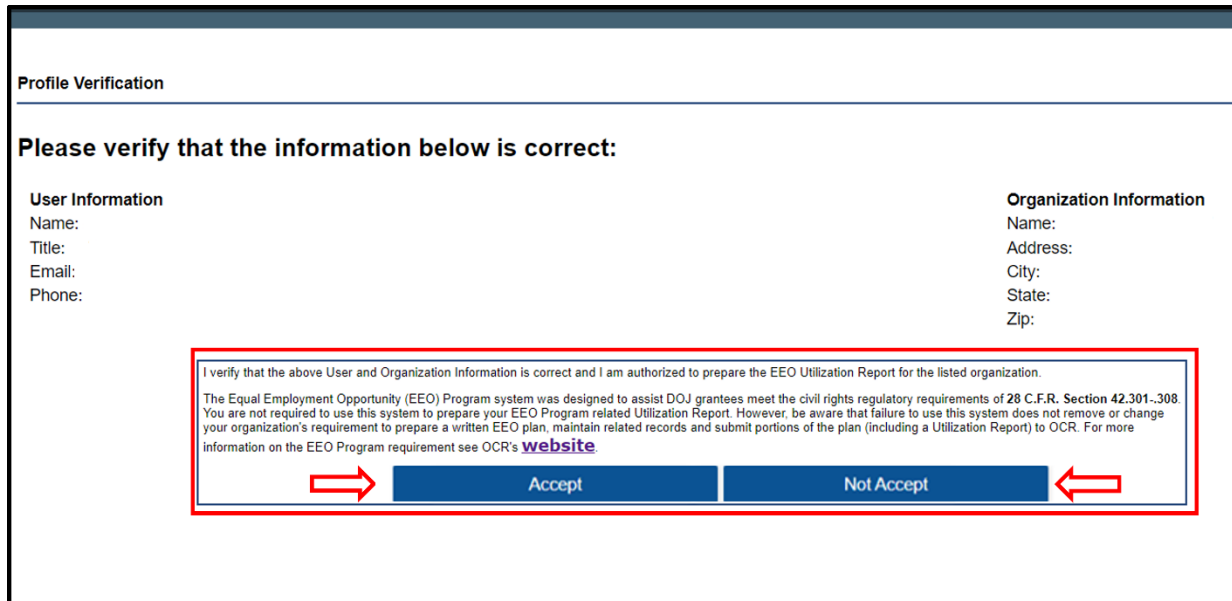

Profile Verification

Please verify that the information below is correct:

User Information
Name:
Title:
Email:
Phone:

Organization Information
Name:
Address:
City:
State:
Zip:

I verify that the above User and Organization Information is correct and I am authorized to prepare the EEO Utilization Report for the listed organization.

The Equal Employment Opportunity (EEO) Program system was designed to assist DOJ grantees meet the civil rights regulatory requirements of **28 C.F.R. Section 42.301-.308**. You are not required to use this system to prepare your EEO Program related Utilization Report. However, be aware that failure to use this system does not remove or change your organization's requirement to prepare a written EEO plan, maintain related records and submit portions of the plan (including a Utilization Report) to OCR. For more information on the EEO Program requirement see OCR's **website**.

[Accept]   [Not Accept]

Figure 22: Profile Verification Module

4. Prepare a Utilization Report

The following sections will guide you through the process of preparing and submitting a Utilization Report.

> *Note*: To navigate the sections of the Utilization Report, select the **<<Go Back** or **Next Page>>** on the top right of the screen. The system does not support the BACK arrow, to return to a previous page select the **<<Go Back** button only.

4.1 Reporting History

The system will display the Reporting History Module. The Fiscal Year column displays previous and current reports. The Available Action column allows you to click on the link to act for the individual report listed (Figure 23).

1. To begin preparing your Utilization Report, select **Create** under the Available Action column. The system will direct you to Prepare the Utilization Report.

2. To edit an existing report, select **Edit**.

Figure 23: Reporting History Module

4.2   Prepare the Utilization Report

The system will display the EEO Utilization Report Seven Sections: Checklist module (Figure 24)

> *Note:*   If you are a returning user and have completed any of the sections, the completed sections will be checked. You can return to any completed checked section by clicking on it.

1.   Select **Next Step>>** to continue to the next module.

Figure 24: Checklist Module

Seven Sections:

Section 1 of 7: EEO Policy Statement

1.   Enter your organization policy statement in the text box (Figure 25).

> *NOTE:*   If your text exceeds 2,000 characters, you may upload your policy as an attachment (see "How to upload Supporting Documentation").

2.   Select **Next Step>>** to continue to the next module.

Figure 25: EEO Policy Statement Module

How to upload Supporting Documentation

1. Select **Click Here** to be directed to the "Documents Uploaded" page (Figure 26).

Section 1 of 7
EEO Policy Statement

Please copy your organization's nondiscrimination policy statement into the box. If your policy statement is more than 2000 characters please attach it using the link below.

Supporting Documentation

If your EEO policy statement is more than 2000 characters you may upload the policy statement here.

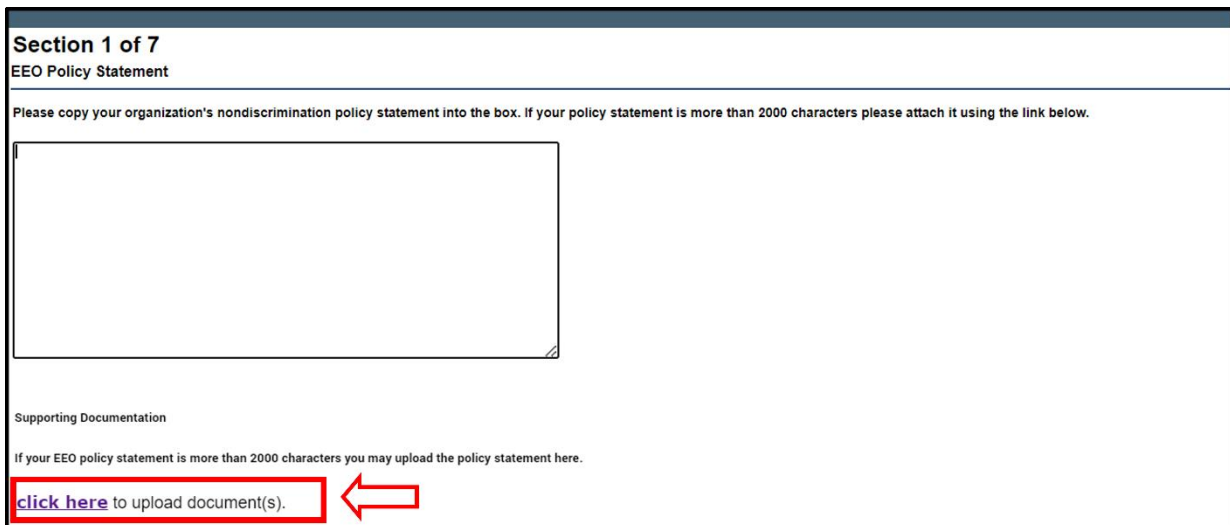click here to upload document(s).

Figure 26: Document Upload 1

2. Select your document by clicking on the **Choose File** button, then select **Upload** to upload your document (Figure 27).

Documentation Upload

Please click the Browse button to select your document and then click the Upload button to upload the document. Click the Cancel button to return to the previous page.

Select Document : Choose File

Upload   Cancel

Figure 27: Document Upload 2

Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex

This module requires information to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex in eight (8) major categories (Figure 28).

1. Enter the **Total number of employees.**

2. Enter the **Number of employees of unknown race, national origin, or sex.**

3. The **Total number of employees of known race, national origin, or sex** will auto populate.

4. Select **Next Step>>** to continue to the next module.

Figure 28: Employee Classification Module

Section 2b of 7: Building Sworn Officers Rank Chart

The system will prompt you to Build a Sworn Officer Rank Chart that includes each of your organization's sworn ranks, from lowest to highest, and the number of employees for each rank classified by race, national origin, and sex (Figure 29). **Please use PATROL OFFICERS as the first level, sworn, non-supervisory rank regardless of the actual title your organization uses.**

1. Select **Add Law Enforcement Rank.**

Figure 29: Sworn Officers Rank Chart Module

2. Enter the Sworn Officer Title in the **Rank Title** text box (Figure 30).

3. Select **Submit**.

Figure 30: Sworn Officers Rank Title

Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.

4. Select **Next Step>>** to continue to the next module (Figure 31).

Figure 31: Next Step Button

Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered on the previous page. The chart is broken down by sex and race or national origin (Figure 32).

1. Enter the number of employees for each job category in the **Total** column.

2. Enter the **number per column category**.

3. Select **Next Step>>** to continue to the next module.

Figure 32: Sworn Officers Rank Chart Module

4. The system will import the information entered in the Workforce Analysis Chart (Figure 33).

5. Review the information on the chart.

6. Select **Next Step>>** to continue to the next module.

Figure 33: Law Enforcement Chart Module

Section 2d of 7: Workforce Analysis Chart

In each job category, enter the appropriate information to calculate the number of employees (Figure 34).

1. Enter the total number of employees in each job category in the **Total** column.

2. Enter the number of employees for each category by gender and race or national origin.

3. Select **Calculate %.**

4. Select **Next Step>>** to continue to the next module.

Figure 34: Workforce Analysis Chart Module

Section 3a of 7: Relevant Labor Market

This module involves selecting the relevant labor market to evaluate your organization's workforce in comparison to your community (Figure 35).

1. Click on the form field to select your **State.**

2. Click on the form field to select the **Relevant Labor Market**.

3. Select **Next Step>>** to continue to the next module.

Figure 35: Relevant Labor Market

Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 36).

1. Review the relevant market statistics that have been loaded for the county selected.

2. Select **Next Step>>** to proceed to the next module.

Section 3 of 7
Utilization Report | Profile and Verification
Relevant Labor Market Statistics

[FAQ] [<< Go Back] [Next Step >>]

Review the relevant market statistics that have been loaded for Loudoun County before proceeding to the next step.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials and Managers	13,075/43.3%	1,645/5.4%	1,335/4.4%	45/0.1%	2,085/6.9%	4/0%	500/1.7%	8,090/26.8%	855/2.8%	775/2.6%	15/0%	1,495/5%	0/0%	275/0.9%
Professional	13,635/31.1%	1,250/2.8%	1,400/3.2%	60/0.1%	4,280/9.8%	15/0%	905/2.1%	15,340/34.9%	1,575/3.6%	1,425/3.2%	80/0.2%	3,565/8.1%	15/0%	350/0.8%
Technicians	3,520/35.7%	690/7%	720/7.3%	0/0%	430/4.4%	0/0%	65/0.7%	2,655/26.9%	615/6.2%	445/4.5%	0/0%	560/5.7%	0/0%	160/1.6%
Protective Service: Sworn	1,755/50.2%	210/6%	530/15.2%	0/0%	200/5.7%	10/0.3%	140/4%	335/9.6%	100/2.9%	105/3%	0/0%	95/2.7%	0/0%	15/0.4%
Protective Service: Non-Sworn	235/36.2%	165/25.4%	35/5.4%	0/0%	20/3.1%	0/0%	20/3.1%	125/19.2%	0/0%	25/3.8%	0/0%	25/3.8%	0/0%	0/0%
Administrative Support	8,520/23.6%	1,880/5.2%	1,710/4.7%	85/0.2%	1,875/5.2%	0/0%	410/1.1%	12,640/35%	2,705/7.5%	2,600/7.2%	45/0.1%	2,735/7.6%	95/0.3%	860/2.4%
Skilled Craft	7,180/46.6%	5,410/35.1%	895/5.8%	4/0%	645/4.2%	4/0%	320/2.1%	410/2.7%	265/1.7%	195/1.3%	0/0%	75/0.5%	4/0%	10/0.1%
Service Maintenance	7,840/22%	6,865/19.2%	2,790/7.8%	40/0.1%	1,555/4.4%	4/0%	490/1.4%	6,630/18.6%	5,830/16.3%	1,710/4.8%	45/0.1%	1,600/4.5%	0/0%	300/0.8%
Totals	55,760/32%	18,115/10%	9,415/5%	234/0%	11,090/6%	37/0%	2,850/2%	46,225/26%	11,945/7%	7,280/4%	185/0%	10,150/6%	114/0%	1,970/1%

Figure 36: Relevant Labor Market Statistics

Section 4a of 7: Utilization Analysis Chart: Subtraction

The Utilization Analysis Chart: Subtraction provides an overview of your reported workforce to the relevant labor market statistics for the area that you selected (Figure 37).

1. Review the Utilization Analysis Chart: Subtraction.

2. Select **Next Step>>** to proceed to the next module.

Section 4 of 7
Utilization Analysis Chart: Subtraction

[FAQ] [Print Chart] [<< Go Back] [Next Step >>]

The fourth section involves reviewing utilization analysis charts. Using simple subtraction, the first utilization analysis chart compares your reported workforce to the relevant labor market statistics for the area that you selected. The negative numbers indicate underutilizations (i.e., where your workforce has comparatively fewer people in each category than similarly qualified people available in your labor market). *The system calculates workforce utilization to the closest whole number.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators														
Your Agency	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	320/62.7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	175/34.3%	15/2.9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization % *	37%	0%	0%	0%	0%	0%	0%	-34%	-3%	0%	0%	0%	0%	0%
Professionals														
Your Agency	0/0%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	190/28.2%	0/0%	25/3.7%	0/0%	0/0%	0/0%	0/0%	440/65.4%	4/0.6%	0/0%	0/0%	4/0.6%	0/0%	10/1.5%
Utilization % *	-28%	100%	-4%	0%	0%	0%	0%	-65%	-1%	0%	0%	-1%	0%	-1%
Technicians														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	210/51.3%	10/2.4%	0/0%	4/1%	0/0%	0/0%	10/2.4%	165/40.3%	0/0%	0/0%	0/0%	0/0%	0/0%	10/2.4%
Utilization % *	-51%	-2%	0%	-1%	0%	0%	-2%	-40%	0%	0%	0%	0%	0%	-2%
Protective Services: Sworn-Officials														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	25/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization % *	-100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Your Agency	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Figure 37: Utilization Analysis Chart: Subtraction Module

Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations

The Utilization Analysis Chart: Statistically Significant Underutilizations displays each job category where a statistically significant underutilization for a particular group is identified (Figure 38).

1. Review the Utilization Analysis Chart: Statistically Significant Underutilizations.

2. Select **Next Step>>** to continue to the next module.

Figure 38: Utilization Analysis Chart: Statistically Significant Underutilizations

Section 5 of 7: Narrative Interpretation Data

After reviewing the Utilization Analysis Chart, write a narrative that interprets and explains the data (Figure 39).

1. Enter your narrative in the text box.

2. If you are uploading documentation, select **Click Here** and follow the instructions provided in Section 1 of 7: EEO Policy Statement to upload documents.

> *NOTE:* If your text exceeds 2,000 characters, you may upload documentation (see "How to upload Supporting Documentation" in Section 2 of 7). More than one supporting document can be uploaded to the Narrative of Interpretation page.

Figure 39: Narrative Interpretation of Data Module

3. Once complete, you will be redirected to the Narrative Interpretation of Data module. Review the "Documents Uploaded" box to review the uploaded documents (Figure 40).

4. Select **Next Step>>** to continue to the next module.

Figure 40: Uploaded Documents

Section 6 of 7:Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization (Figure 41). **You must enter at least one objective**. **Objectives will answer the question: What needs to be done to achieve EEO?**

1. Select **Add Objective.**

Figure 41: Objective

2. The system will direct you to enter the objective in the text box. Enter objective and select **Submit** (Figure 42).

Figure 42: Add Objective

3. After entering the objective, you will be required to enter the steps that your organization will take to implement the listed objective. **Each objective must have at least one step. Steps should include the specific action your organization will take, include a timeframe for completion and identify who is responsible for the step**.

4. Select **Add Step** (Figure 43).

Figure 43: Add Step

5.　Add the Step in the Objective text box. Select **Submit** (Figure 44).

Figure 44: Add Objective Step

6.　To view or edit the step, select **View/Edit Step** (Figure 45).

7.　For each additional objective, repeat the same process

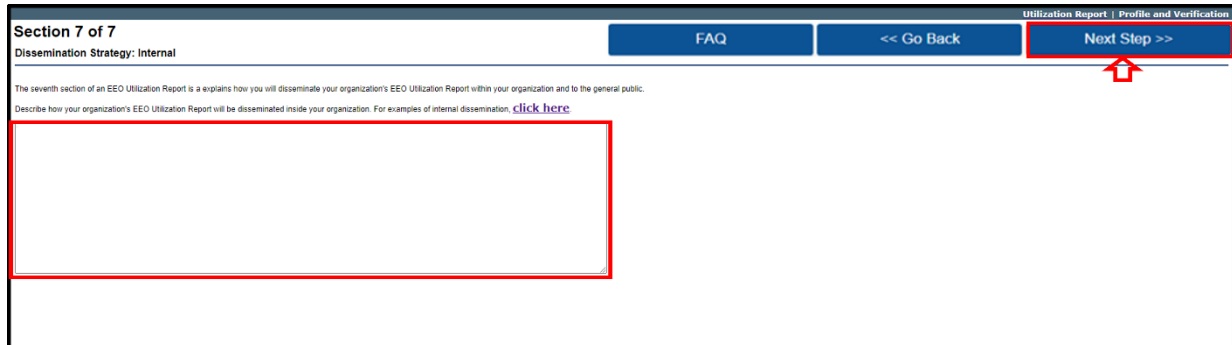8.　Select **Next Step>>** to continue to the next module.

Figure 45: View/Edit Objective

Section 7a of 7: Dissemination Strategy: Internal

This module requires you to explain how you will disseminate the EEO Utilization Report *within* your organization (Figure 46).

1. Enter your internal dissemination strategy in the text box.

2. Select **Next Step>>** to continue to the next module.

Figure 46: Internal Dissemination Strategy Module

Section 7b of 7: Dissemination Strategy: External

This module requires you to explain how you will disseminate the EEO Utilization Report *outside* of your organization, including to the general public (Figure 47).

1. Enter your external dissemination strategy in the text box.

2. Select **Next Step>>** to continue to the next module.

Figure 47: External Dissemination Strategy Module

5. EEO Utilization Report

The system will display the EEO Utilization Report module. Before you submit your EEO Utilization Report for approval, you must certify it as final (Figure 48).

1. Enter your **Name**, **Title**, **Email** address**,** and **Phone** number.

2. Click the PDF icon, and the uploaded documents in the "Documents Uploaded" box, to review your report and uploaded documents prior to submission.

3. When you are ready to certify and submit the report to OCR, select **Certify and Submit as Final.**

Figure 48: EEO Utilization Report Module

4. A pop-up will appear to certify that you have the proper assigned role to implement the EEOP (Figure 49). Review the information in the pop-up.

5. Select **OK** to certify and submit as final.

Figure 49: EEO Utilization Report Pop-up

The system displays a **"Congratulations"** page. You have completed the Utilization Report submission process. OCR will review your report and contact you as needed (Figure 50).

Figure 50: Review and Print EEO Utilization Report

Click the PDF icon to open, review, and print your completed EEO Utilization Report. You may also review any uploaded documents by clicking on the document.

Once the Utilization Report is submitted, the system will generate an email and send it to your email address to confirm submission (Figure 51).

EEO Utilization Report: Acknowledgment of Receipt

EA   EEOP Automated Email Service
      To ○

Hello   ,

Your EEO Utilization Report for FY 20**XX** has been submitted for review. THIS IS AN ACKNOWLEDGMENT OF RECEIPT, NOT AN APPROVAL. The Office of Justice Programs, Office for Civil Rights will review your submission. If it meets the reporting requirements, you will receive formal notice that your submission has been approved. If further information is necessary, someone from OCR will be in contact with you.

Thank you.

Office of Civil Rights
Equal Employment Opportunity Program

Figure 51: EEO Utilization Report Submission Notification

As a matter of policy OCR reviews all Utilization Reports from recipients with a single award of greater than $500,000. Your reporting requirement is not fulfilled until OCR reviews and approves your submission. Utilization Reports from recipients of $25,000 – $499,999 are also subject of periodic review. To return to the Organization Profile, select the **Profile and Certification** link in upper right corner.